



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, June 8, 2006

155 Morgan Street, Hartford, CT 06106

Present: Vice Chairman Luis Caban
Treasurer LeShane
Commissioner Thompson
Commissioner Twilley

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Yonas Alemu, Operation Manager, Central Parking

Roll Call / Attendance

Vice Chairman Caban called the Hartford Parking Authority (HPA) meeting to order at 8:05AM.
Mr. Redd conducted roll call. There was a quorum.
Chairman Carson notified the Board prior to the meeting of his absence.

Approval of HPA Minutes

Vice Chairman Caban requested with the Boards concurrence that the minutes of the May 11, 2006 Regular Monthly Board Meeting be tabled until the July 13, 2006 Regular Scheduled Board meeting.

Ongoing Business and Committee Report(s)

1. Church Street and MAT Garage Repairs
 - A. Church Street Garage Repairs - Mr. Kopencey reported that the contractor started the Fire Suppression System repairs and plumbing improvements; i.e., the unblocking of storm drains, replacement of degenerated sections, and installation of a new drain to catch ground water leaking from an adjacent property.
 - B. Mat Garage Repairs – Mr. Kopencey reported that the HPA had not receive a Certificate of Occupancy (CO) for the MAT Garage after several attempts by the USA Contractor to update the Fire Suppression, Water Sprinkler, Fire Alarm, and Safety Systems as specified by their sub-contractor, Legos and Kramer, and approved by Desman Associates, the HPA's consultant.

Mr. Kopencey stated that the Desman Associates notified the contractor that the HPA could start non-performance liquidation damages, if the installation is not completed and operational.

In response to Vice Chairman Caban and Treasurer LeShane comments, Mr. Kopencey stated that he would request John Rose, City of Hartford Corporation Council, to review the agreement and provide the HPA with a legal opinion prior to invoking liquidation damages.

2. Morgan Street Garage Construction Update - Mr. Kopencey reported that the inclement weather delayed the start of the expansion joint repairs approximately two (2) weeks.



3. Commercial Space Construction Update - Mr. Kopencey reported that the Hartford Stamp Company (HSC) officially took over their tenant space and HSC's design specifications have been submitted to the City of Hartford License and Inspection Department for the permit(s) to start construction, which is anticipated to be complete by late Summer 2006.

Mr. Kopencey stated that the HPA's mechanical engineering consultant and HSC suggested the HPA replace the large HVAC unit in the HSC's space with four (4) smaller units, which would be more cost effective over time and the HPA would avoid the costly expense for new ductwork and façade improvements to accommodate the large HVAC units.

Mr. Kopencey reported that the leaks over the commercial spaces were being repaired with sealants and will not have any impact on the construction schedule for HSC or any tenant.

Mr. Kopencey reported that the MSG Security Office construction was completed and the HPA was expecting delivery of the furniture for the office; complete workstations and furniture for the Office of Parking Management and Citation Hearing Office that will be located in the Commercial Space were ordered; and, Mr. Redd worked with the vendor under the terms of State of Connecticut Purchasing Agreement to acquire a 72% discount on the acquisition and within budget.

4. Supply/Demand and Site Alternatives Analysis Study - Mr. Redd stated that the HPA received a draft report from Walker Parking Consultants that analyzed the Central Business District (CBD) study area by logically dividing the CBD into five (5) zones; then, conducted on and off-street parking occupancy counts three (3) times on the survey day and made multiple visits to Hartford to identify locations where parking structures may be a viable solution.

Mr. Redd stated that Walker Parking Consultants will be visiting the HPA in early July, 2006, to discuss the report and make arrangements with Mr. Kopencey for formal presentation of their findings to the Board and the HPA staff.

5. Personnel Committee Report - Commissioner Twilley reported that the Personnel Committee (PC) had hired a labor consultant and the consultant's report recommended the following:
 - A. The HPA staff should seek inclusion in the City of Hartford's Pension & Benefits Programs
 - or-
 - B. The HPA Board should increase the pension benefit contribution made to the staff with the proviso the employee may also contribute to achieve the maximum benefit possible



Commissioner Twilley acknowledged the collaborative efforts of the PC Chair – Commissioner Thompson and stated the PC will present its recommendation at the Thursday, July 13, 2006 Regular Scheduled Board meeting.

6. Capital Community College (the College) - Mr. Kopencey stated that Capital Community College (the College) made payment to the Parking Authority for outstanding invoices and consequently reinstated the College's validation capability.

Mr. Kopencey stated that he spoke with Jonathan Holmes, Deputy Commissioner, State of Connecticut Department of Public Works and/or Dr. Calvin Woodland, President, Capital Community College (the College) on several occasions during the last two (2) weeks to identify a framework for discussion to develop a long- term solution for the acceptance by HPA and payment by the College for validated tickets for the College's parking population.

Mr. Kopencey stated that Mr. Michlik will lead negotiations which are anticipated to be concluded by the beginning of the College's Fall semester August, 2006 and Central Parking Systems under their Morgan Street Garage management contract would administer the resulting agreement.

New Business

1. Proposed Greenberg Study - Mr. Kopencey stated that Mr. Oz Griebel, Executive Director, the Hartford MetroAlliance requested the HPA's financial support to make up a shortfall for a proposed study, by noted urban planner, Ken Greenberg, to develop a strategic framework for the City of Hartford, which will prove to be an invaluable report that outlines the economic development of the CBD and adjacent Neighborhood Revitalization Zones.

Mr. Kopencey stated that City viewed the Proposed Greenberg Study favorably and contributed \$30,000 towards the project. Mr. Kopencey recommended that the HPA Board support the Proposed Greenberg Study and use a portion of the budgeted transportation funds that were initially envisioned for the Downtown Circulator (Star Shuttle) for this purpose.

Vice Chairman Caban called for a motion for a one (1) time contribution in the amount of \$10,000 to the Hartford MetroAlliance in financial support of the Proposed Greenberg Study. A motion was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously.

2. International Parking Institute Conference – Mr. Michalik reported that he and the Executive Director attended the International Parking Institute Conference in mid-May. Mr. Michalik and Mr. Kopencey met with a number of existing and potential vendors and heard talks on various aspects of the parking industry. Mr. Michalik stated that he and Mr. Kopencey witnessed a demonstration



in the latest technology in on-street parking operations including pay-and-display meters, digital chalking, and booting.

3. Pay & Display Parking Meters / Trip Georgetown, DC – Mr. Kopencey

Mr. Kopencey stated that his scheduled visit to Georgetown, D. C. to review/discuss the Pay & Display Parking Meters was postponed until next week.

4. Treasurer's Report/Financial Update – Treasurer LeShane and Mr. Michalik

Treasurer LeShane reported that year-to-date Gross Revenue for the Authority was \$7.56 million compared to the Total Year Budget of \$6.9 million, or 110% of budget. She said further that if on-street parking operations were excluded, year-to-date Gross Revenue would be \$6.3 million or 92% of budget.

Treasurer LeShane also reported on Operating Income noting that year-to-date Operating Income had surpassed Total Year Budget, a result of On-Street parking operations. If on-street parking revenue was excluded, year-to-date Operating Income would be \$3.3 million or 84% of budget.

Mr. Michalik noted on the expense side that Bad Debt Expense recorded in March and April of \$33K was reversed in May upon receipt of a check from Capital Community College for all but \$2K of total outstanding validation invoices.

5. Open Session

No public comments were made.

6. Executive Session – Vice Chairman Caban called for a motion to enter executive session to discuss contract negotiations and property acquisition.

7. A motion was made by Commissioner Twilley, seconded by Treasurer LeShane, and carried unanimously to enter into Executive Session.

Vice Chairman Caban called for a motion to exit executive session. A motion was made by Commissioner Thompson, seconded by Commissioner Twilley, and passed unanimously.

8. Adjournment – Vice Chairman Caban called for a motion to adjourn. The motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and carried unanimously. The Regular Monthly Board Meeting for Thursday, June 8, 2006 adjourned at 10:10AM.